

Request for Information



Web Content Management System The State Bar of California

This is a Request for Information (“RFI”) to survey the market for viable Web Content Management System solutions and other related information.

I. Summary

Currently the State Bar of California has approximately 90% of its web site content approximately 32,000 pages hosted off site. Maintenance of the site pages are handled by various staff members allocated to certain aspects of the site based on department and content. Access and maintenance of this content is currently done via *Interwoven Teamsite* and hosted by Teale Data Center in Sacramento. The Bar is faced with an upcoming challenge of migrating of all this content to an in house solution and the Bar would like to examine vendor products for Website Content Management that will accommodate the needs and requirements of the Content Management administrators and users.

II. Background

Created by the state legislature in 1927, the State Bar is a public corporation within the judicial branch of government, serving as an arm of the California Supreme Court. . Membership in the State Bar of California affords attorneys the right and privilege of practicing law in this state. The bar's integrated network of functions and services — many of them mandated by law — protects the public and assists attorneys in meeting their professional obligations. The State Bar of California’s membership totals over 205,000 members, many of which reside and work in California.

The official State Bar web address is <http://calbar.ca.gov>. The website is utilized as a means to provide members and prospective members with information regarding various aspects of the State Bar, some of which include admissions, important conference dates, upcoming events, member search, approved continuing legal education (“CLE”) provider searches and Legal Specialist searches. The State Bar also provides members with an ability to build “member profiles” which allows members to maintain certain aspects of their relationship with the State Bar, including yearly fee statements and payments on-line, CLE compliance on-line, and maintenance of specific public and private member information including mailing address.

As viewed by the public the site presents a seamless flow throughout its various parts, while internally the location of the content is partially hosted at the State Bar offices

while a large majority of the static content is hosted off site and maintained by State Bar staff via *Interwoven Teamsite*.

As the State Bar faced the challenge of migrating off site hosted web content to a local data store, we felt this would be an excellent opportunity to examine potential options regarding Web Content Management software. A focus group of the primary users of our current Web Content Management application was conducted and data was collected regarding the needs and wants of the content management team as well as the on-going issues the team has with our current system.

The State Bar would appreciate your answers to the questions below to assist us in exploring the idea of establishing a viable Web Content Management system. In addition we welcome any other information or suggestions you may have.

No contract will be awarded based on this RFI. Participation in the RFI is optional; a response to this RFI is not a requirement of any subsequent procurement. This RFI is non-binding; the State Bar will not have any obligations under the RFI. Responses may be used to structure a Request for Proposals (“RFP”), from which a contract may be awarded. If the State Bar decides to create an RFP, a copy will be distributed to all respondents to this RFI and will be posted on the State Bar website.

III. Information Requested

The State Bar requests that you provide answers to the following questions in order to survey the current Content Management solutions marketplace. The State Bar’s primary goal is to determine the most effective way to obtain a stable and high quality product at a competitive cost.

1. Do you have a migration path from our existing off site hosting provider? Do you have a method for importing our entire off site content into your product?
2. What kind of hardware requirements would you expect for implementation on your Content Management System?
3. Please describe the Content Management system and its capabilities.
4. What various levels of support are there if we were to purchase this system?
5. Most Content Management Systems require a database layer. Would this be provided by you? If not, what kind of databases do you support?
6. What kinds of hardware and software platform(s) does your system require and support?
7. Explain the kind of security implemented in the Content Management system.

8. What are the key features of your Content Management system?
9. What separates you from your competitors?
10. In a typical engagement, what level of professional services would be included if services are needed and what percentage of the cost would that include?
11. Aside from factors involving content size and professional services, what is roughly the average cost range of your Content Management product?

IV. Submission Requirements / RFI Administration

Please submit two (2) copies of your response to this RFI, titled REQUEST FOR INFORMATION – STATE BAR WEB CONTENT MANAGEMENT SYSTEM to:

David Martin
Information Technology
The State Bar of California
180 Howard Street
San Francisco CA 94105
415-538-2414
<mailto:david.martin@calbar.ca.gov>

The Deadline for submission is 5 p.m. on July 28th 2006.

All questions regarding this RFI must be submitted in writing to the contact email address listed above 10 business days prior to the submission deadline. All responses will be posted on the Business Opportunities page at calbar.ca.gov.

Respondents are solely responsible for all expenses associated with responding to this RFI.

Responses to this RFI will not be returned. Unless otherwise required by law, the State Bar will treat as confidential those confidential materials clearly marked as such. All information presented by the State Bar in this RFI, including information that is subsequently disclosed in strictly confidential.

The State Bar reserves the right to cancel or reissue this RFI, or to change the time for response or any other term of the RFI without obligation or liability.